



Duty Statement

Position:	NT Program Support Officer
Location:	Darwin or Katherine, Northern Territory
Status:	Long-term contract
Salary:	\$74,518 - \$94,110 (full-time or part-time) – depending on skills and experience plus superannuation (as par current SGC rate)
Reports to:	Director, Workforce Development

These roles are identified positions open to Aboriginal and Torres Strait Islander candidates only. This is intended to constitute a special measure in line with the Discrimination Act 1991 (ACT) subsection 27 (1)(b) and the Racial Discrimination Act 1975 (Cth) subsection 8(1).

Organisational Environment

Indigenous Allied Health Australia Ltd. (IAHA) is a national not-for-profit, member based Aboriginal and Torres Strait Islander allied health organisation. IAHA was established in 2009, from a network of committed allied health professionals and is now a registered company limited by guarantee. IAHA is a vibrant organisation, with total membership growing at around 20 per cent pa, with a wide range of active partnerships and whose input and collaboration is being sought from an increasing array of professional, government and community stakeholders.

IAHA appreciates all people working in Indigenous health and values the holistic approach to health care and education, in respect of Aboriginal and Torres Strait Islander people, their culture, spirituality, traditional healing, inspiring us to work collegiately in following IAHA's vision that:

This approach inspires us to work collegiately. In line with this, IAHA's vision is that: All Aboriginal and Torres Strait Islander people and future generations are healthy, strong, thriving and self-determined.

IAHA focuses on **five** strategic areas of work:

- **Strengthen** and engaging our IAHA membership.
- **Growing** the Aboriginal and Torres Strait Islander allied health workforce through access and entry, effective pathways, promoting and support for allied health careers, skills development and retention.
- **Transforming** the allied health and wider workforce by building culturally safe and responsive health and education systems.
- **Leading** in the Indigenous health and allied health sectors to ensure Aboriginal and Torres Strait Islander led solutions and approaches to policy and program development.



- **Connect** with and promoting connectedness with IAHA members, Aboriginal and Torres Strait Islander people, families, communities and cultures.

IAHA has a small Secretariat based in Canberra, with remote offices in Katherine, Darwin and NSW, supporting a Board of Directors and over 2000 members nationally. Our membership includes representation from 29 allied health professions.

IAHA supports Aboriginal and/or Torres Strait Islander people who have graduated from or are studying an allied health degree and other individuals or organisations who share IAHA's vision and support our allied health activities. Aboriginal and Torres Strait Islander people make up around 65 per cent of our total membership.

Further information on IAHA, our membership, activities and projects can be found on our website www.iaha.com.au

Salary Packaging

As IAHA is recognised by the Australian Tax Office as a Health Promotions Charity, salary packaging is available to all employees. This is of benefit to the employee in terms of increased disposable income because of reduced taxation payments. In line with Indigenous Allied Health Australia (IAHA) Salary Sacrifice Policy, the option to salary package will be provided while IAHA retains our public benevolent institution (PBI) status.

Benefits

IAHA provides all employees access to an Employee Assistance Program (EAP) including access to Aboriginal and Torres Strait Islander providers. IAHA also provides Social Emotional and Wellbeing (SEWB) entitlements and Natural Disaster/Emergency entitlements to staff.

IAHA provides a diverse range of leave entitlements such as; Cultural Leave, Bereavement/Compassionate Leave, Emergency Services Leave, Special Leave, Paid Parental and Pandemic Leave.

IAHA is committed to supporting Personal and Professional Development opportunities for employees.

Where working remotely is approved, IAHA commits to ensure all employees are provided with the best supports. This includes provision of an office IT set up – monitor, laptop, internet dongle and other necessary equipment's to best support the role. The same provision of support is also provided when employees are required to work from home due to unprecedented pandemic situation(s) aligning with each state rules and regulations.



Working Conditions

Whilst the hours of work are normally 37.5 hours a week, a flexible approach is expected due to the nature of this position, as working additional time to fulfil your responsibilities may be required on occasions, including some weekend hours as agreed with management prior.

In line with the IAHA Leave Policy, employees are entitled to flex time as approved by the Direct Supervisor or the Chief Executive Office prior to undertaking the additional hours.

Location

The Program Support Officer position will be based in Darwin or Katherine, Northern Territory. Some travel will be required including remote and interstate travel.

Purpose of the Position

The Program Support Officer positions are important members of the IAHA team and will play a crucial role in ensuring that IAHA project activities are focussed, engage with and have the support of community and other key stakeholders.

They will form part of a team that will focus on health promotion, education and learning, Aboriginal and Torres Strait Islander student support, community engagement and project development focussed on establishing and progressing innovative education and career development pathways, notably IAHA Health Academies for Aboriginal and Torres Strait Islander people. Projects emphasis culturally safe and responsive education, training and learning from school to VET and/or university training and into skilled employment.



Duties

The Program Support Officer duties may vary depending on the specific focus of the role.

Duties may include most, and potentially all, of the following:

- Liaising and coordinating activity with a wide range of partners and stakeholders, across Government, non-Government, community and corporate sectors, including both Indigenous and non-Indigenous health, educational, professional and service delivery bodies.
- Contributing to the development and delivery of projects to promote education and health workforce development with Aboriginal and Torres Strait Islander people.
- Developing and maintaining relationships with Aboriginal and Torres Strait Islander high school students, university students, communities, organisations and stakeholders to successfully deliver the IAHA National Aboriginal and Torres Strait Islander Health Academies program.
- Delivering and/or supporting curriculum development, teaching and assessment in allied health across the VET sector particularly within a school-based traineeship program.
- Navigation and coordination of VET sector training and education to employment opportunities in the allied health, Indigenous health, aged care, disability and/or community services sectors.
- Representing and promoting, IAHA and activities to communities, schools, universities and stakeholders.
- Undertaking program evaluation, monitoring and analysis for continuous improvement to meet the needs and aspirations of members and communities.
- Providing high quality and timely reports to senior staff, including the CEO and Board of Directors as required.
- Providing team support for health workforce development projects and programs.
- Facilitation and support of cultural responsiveness and mentoring programs.
- Other duties as directed.



Selection Criteria

1. Demonstrated experience in community engagement with Aboriginal and Torres Strait Islander peoples, communities and stakeholders.
2. Tertiary qualifications in community development, health, allied health, education, training or related disciplines or equivalent experience within an Aboriginal and Torres Strait Islander setting.
3. Knowledge of the social and economic circumstances and the policy environment in Australia and how they impact on the health and wellbeing of Aboriginal and Torres Strait Islander people and communities.
4. Well-developed organisational skills, interpersonal and negotiation skills with the capacity to deliver on programs and projects within a timely manner.
5. Ability to work effectively and collaboratively in a fast-paced local and national team environment and to balance multiple tasks and competing priorities.
6. Hold a valid Northern Territory Working with Children Clearance (Ochre Card), valid Driver's License, a National Police Clearance and must be fully vaccinated against COVID-19 (under the public health (COVID-19 ***Directions under section 52 of the Public and Environmental Health Act 2011***))

Desirable

- Will hold a TAE40116 Certificate IV in Training and Assessment qualification or work towards obtaining the qualification.